

Section 15.8 PARAMS MENU**System Tables****Unit of Measure**

Purpose	This section provides the procedures for a central control agency to add, update, or delete Unit of Measure (i.e., miles, pounds, etc.) data used in Activity reporting. This window is inquiry only for non-control agencies.
Window Name	Unit of Measure
Reminders	<ol style="list-style-type: none">1. The Unit of Measure window is accessed through the <u>P</u>arams, <u>S</u>ystem Tables, <u>U</u> - Unit of Measure items on the menu bar.2. The Unit of Measure window contains a Selection Criteria window and a Selection List window. A user may select ALL the valid units by clicking on the Select button only or select a specific Unit of Measure. If a specific unit is selected, the Detail Data window is automatically displayed. If multiple units were selected, they are displayed in the Selection List window. Highlight the unit to be updated or deleted and click the Detail button. A user may add a new Unit of Measure from the Select or Detail windows. Only the Description may be changed. Only a control agency may change data.3. The Unit of Measure specifies the acceptable methods of quantification, such as miles, hours, month, pounds, tons, percent, count etc., used in Data Collection reporting.
References	<i>No specific references</i>

Unit of Measure

The following window is displayed when Params, System Tables, I Unit of Measure is selected from the Menu bar. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Unit of Measure

Selection Criteria

Unit Of Measure:

Selection List

Unit Of Measure	Description
COUNT	Count
EACH	Each
FEET	Feet
GALLON	3.84 Liters
GB	Inset a test between ga and gz
GIGA	Thousand Megas

<=> New Delete Save Close

Ready

DCDS Input Procedures**Unit of Measure (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Unit of Measure	Select the Unit of Measure from the dropdown list to display a specific unit or click on the Select button to display ALL of the Units of Measure.
2	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
3	Selection List	Highlight the Unit of Measure to be updated or deleted and click the Detail button. The Detail Data window will then be displayed.

Unit of Measure (Selection List)

The following information is displayed:

Field Name	Description
Unit of Measure	The title assigned to the Unit of Measure.
Description	The description of the Unit of Measure.

DCDS Input Procedures

Unit of Measure

Follow the steps below to add, update or delete Units of Measure.

Step	Field Name	Action
Add New Unit of Measure		
	New Button	Click on the New button located at the bottom of the window (or press Alt + N). This displays the Detail Data window to add new Unit of Measure data. The New button may be clicked from the Selection or Detail windows.
Update Unit of Measure		
	Detail Button	<p>Enter the required selection criteria and click the Select button. If a specific Unit of Measure was selected, the Detail Data window is automatically displayed. If multiple units were selected, highlight the Unit of Measure in the Selection List window to be updated.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window to update the Unit of Measure data.</p>
Delete Unit of Measure		
	Delete Button	<p>Enter the required selection criteria and click the Select button. If a specific Unit of Measure was selected, the Detail Data window is automatically displayed. If multiple units were selected, highlight the Unit of Measure in the Selection List window to be deleted.</p> <p>Click on the Detail button located at the middle right of the window (or press Alt + T). This displays the Detail Data window allowing the user to delete the Unit of Measure.</p> <p>Click on the Delete button located in the bottom right hand corner of the window (or press Alt + D). This deletes the Unit of Measure displayed in the Detail Data window.</p>

DCDS Input Procedures

Unit of Measure

The following window is displayed when the **Detail** button is clicked. The same window is displayed with blank fields when the **New** button is clicked. The steps are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Unit of Measure

Selection Criteria

Unit Of Measure:

Select

Detail

Selection List

Detail Data

Unit Of Measure: EACH ①

Description: Each ②

Modified User Id: HRMNDCCD ③

Modified Date: 03/01/1999 15:09

④

<=> New Delete Save Close

Ready

DCDS Input Procedures
Unit of Measure

Follow the steps below to add, update or delete Unit of Measure data.

Step	Field Name	Action
1	Unit of Measure*	Enter the name of the Unit of Measure for a new unit. This field cannot be changed.
2	Description	Enter the Description of the Unit of Measure.
3	Modified User ID/Modified Date	Displays the User ID of the last person who made modifications and the date modifications were made.
4	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save the new Unit of Measure data and changes.

**indicates a required field that must be entered*